UD/MIPS

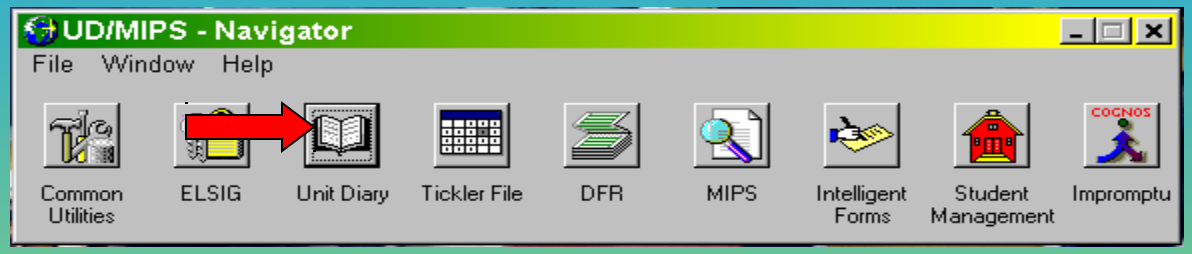
CREATING AND UTILIZING SCHEMES

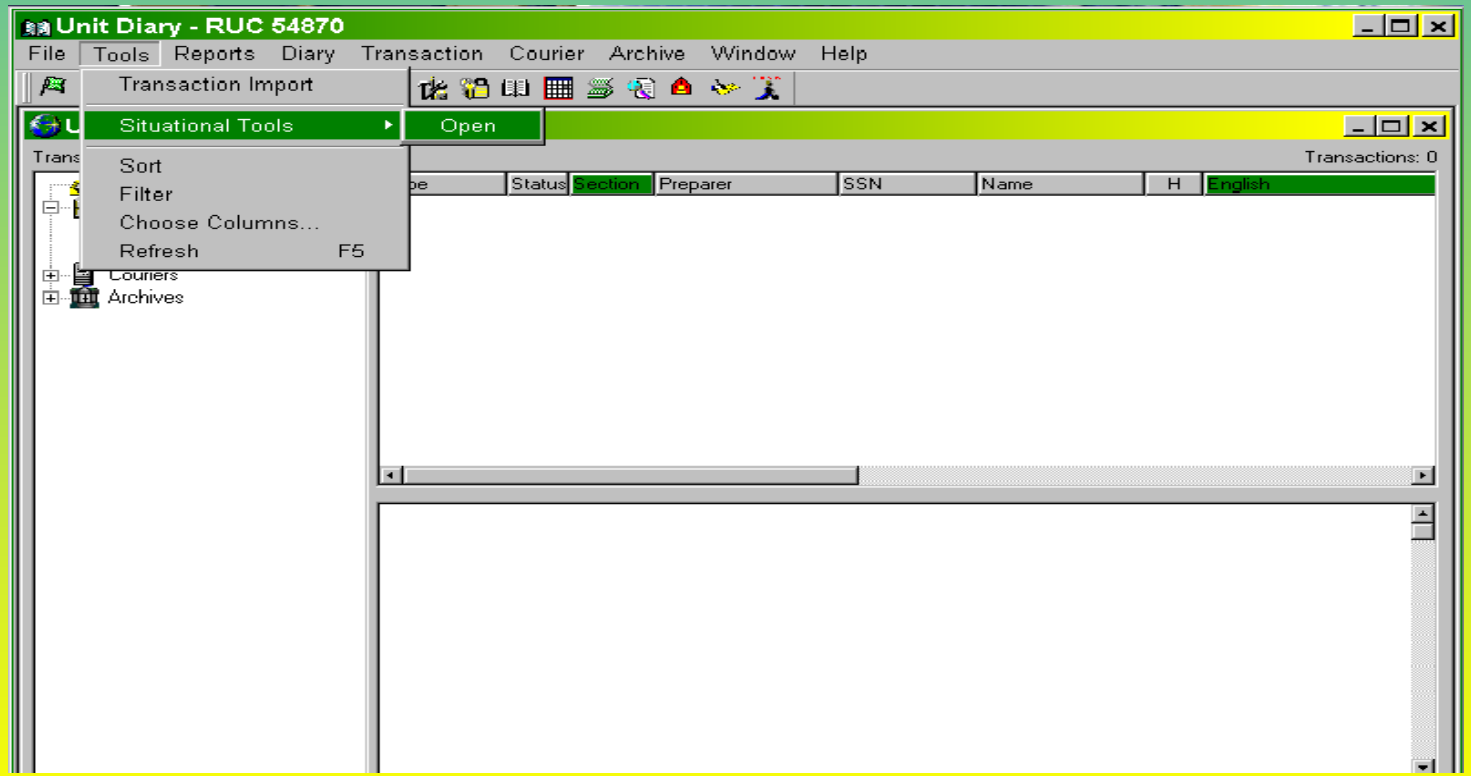
20031205

LEARNING OBJECTIVES

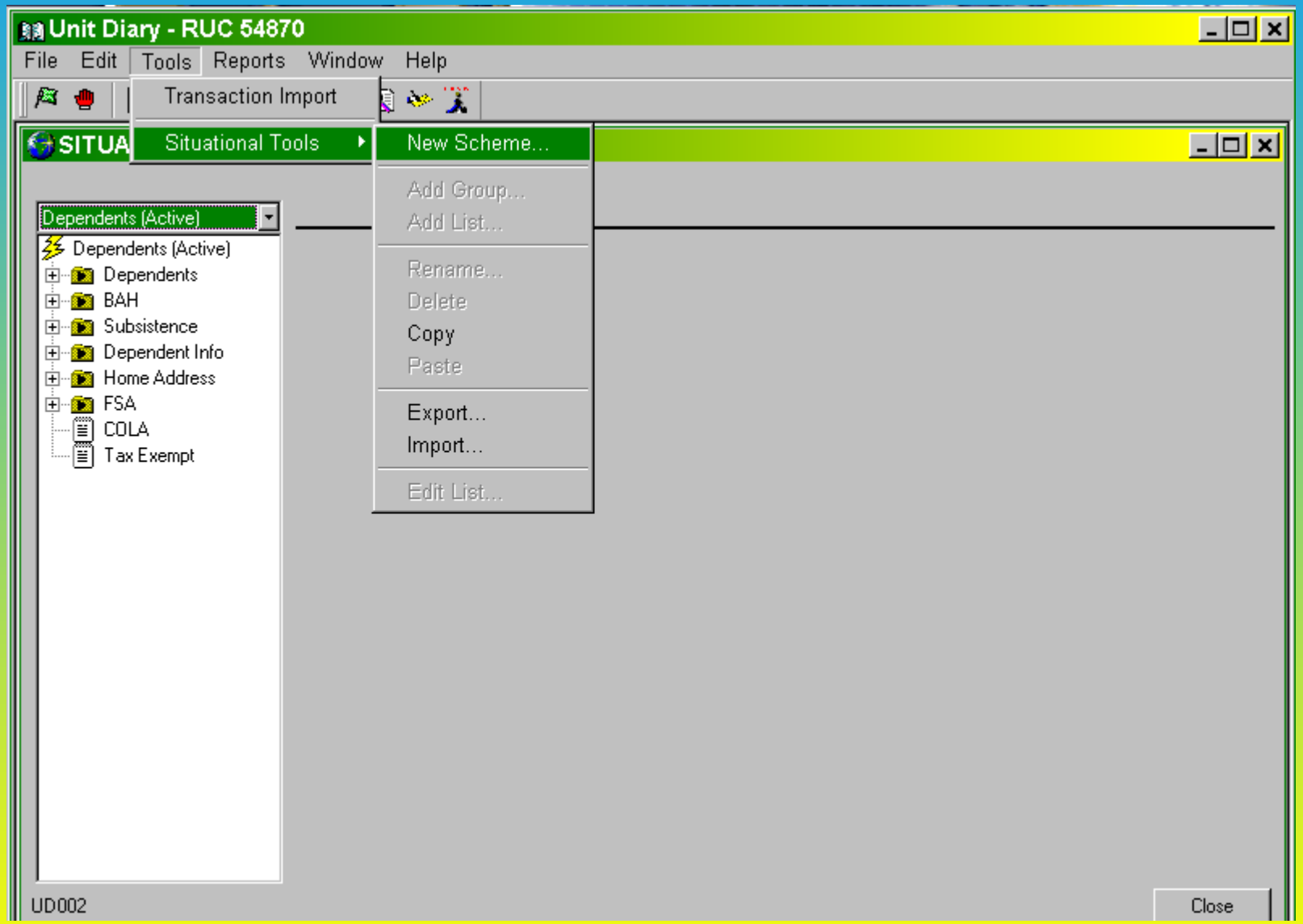
- The objective of this period of instruction is to provide you with the basic tools that you need to be able to properly create and utilize schemes.
- How to create a scheme.
- How to create a group under a scheme.
- How to set up a TTC list for a group.
- How to use a scheme.

Open Situational Tools

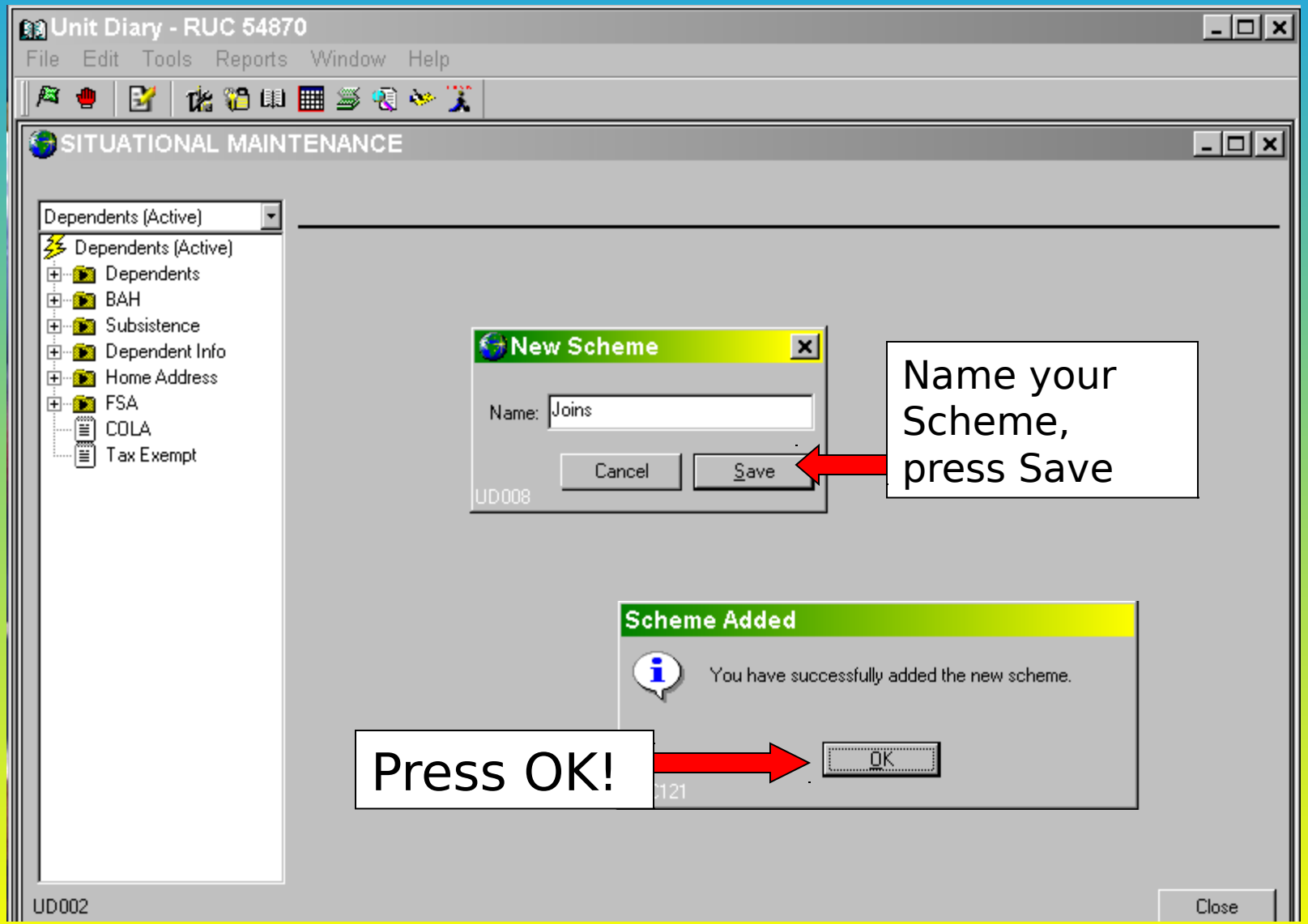




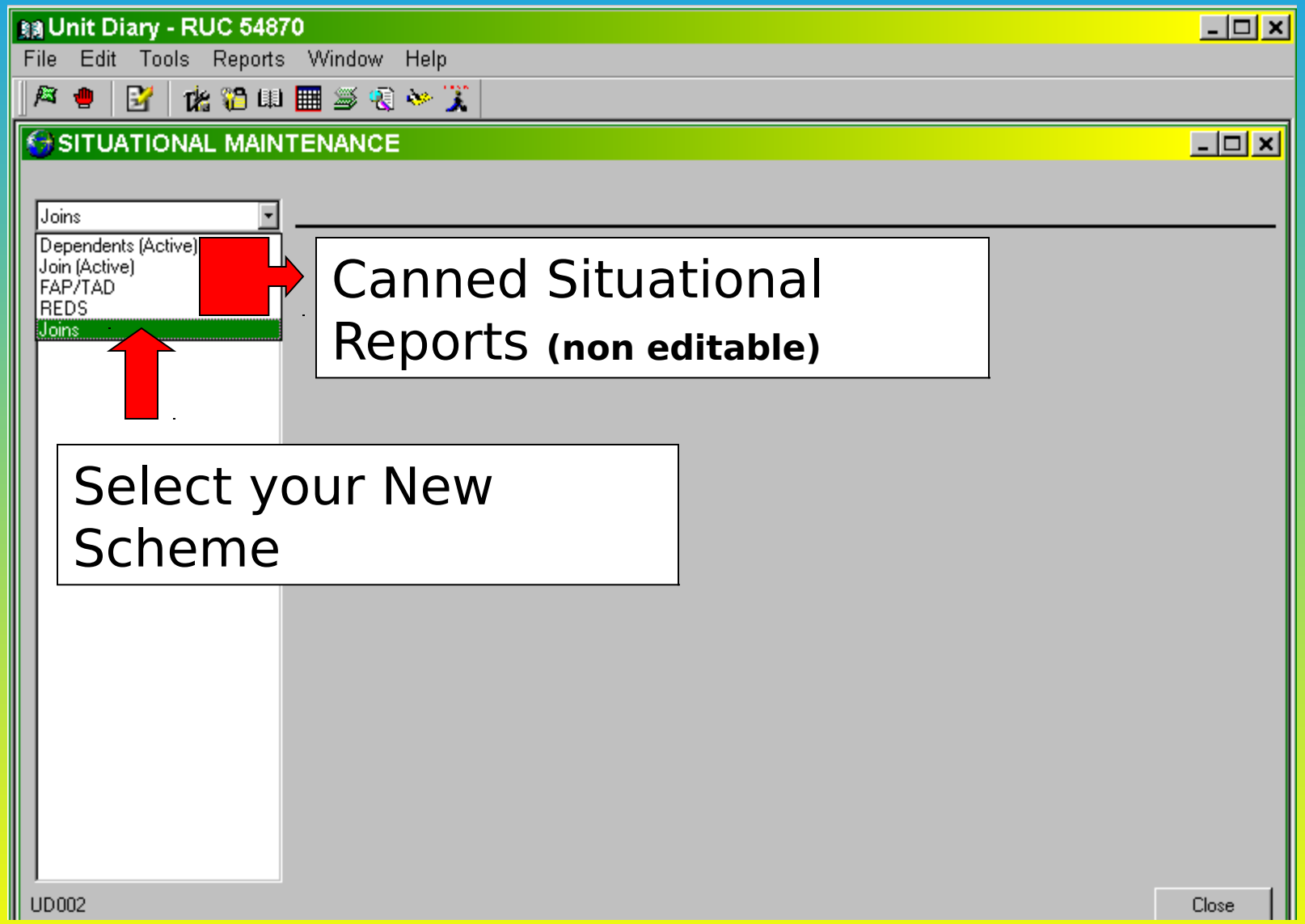
Creating a Scheme



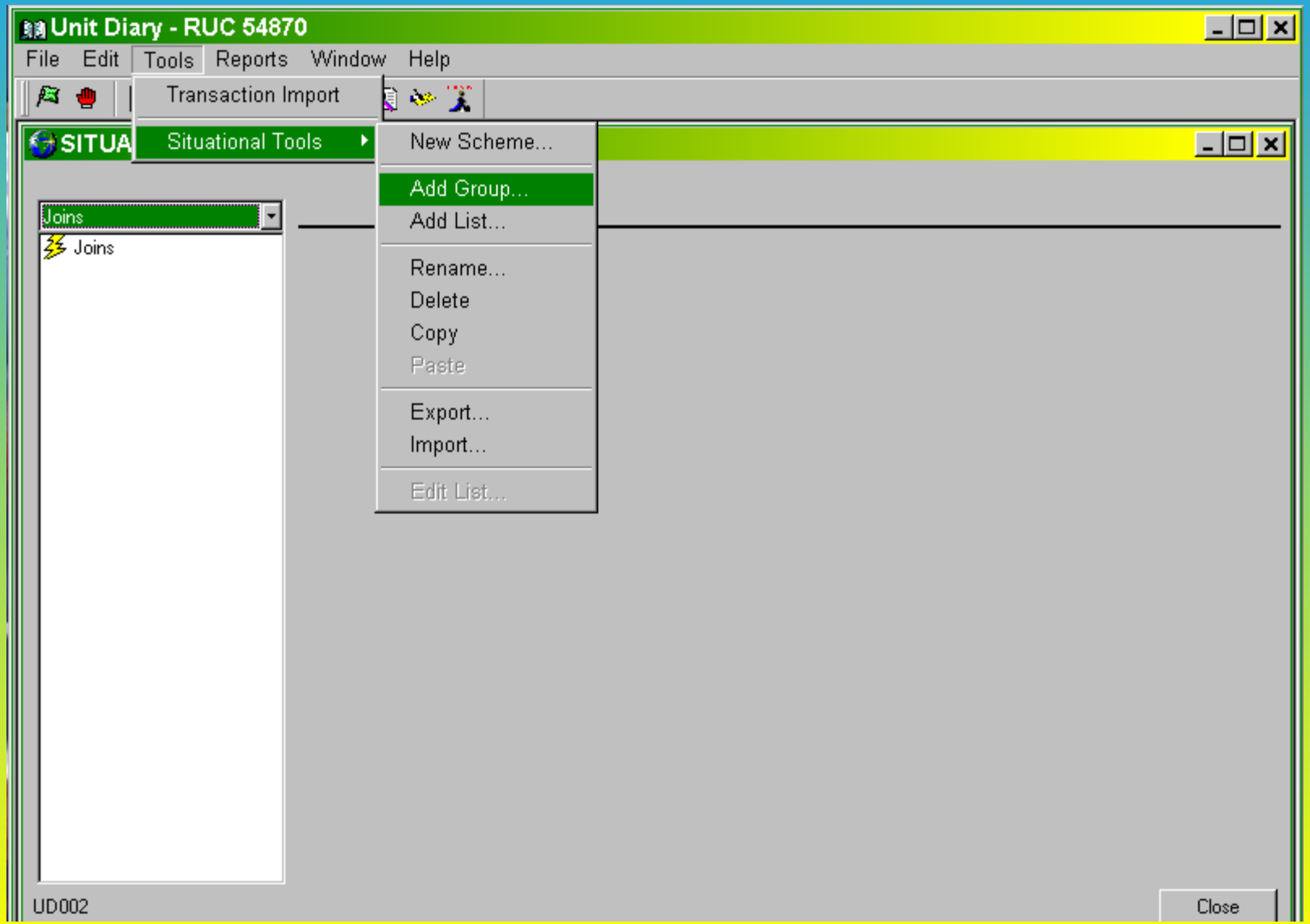
Name the Scheme



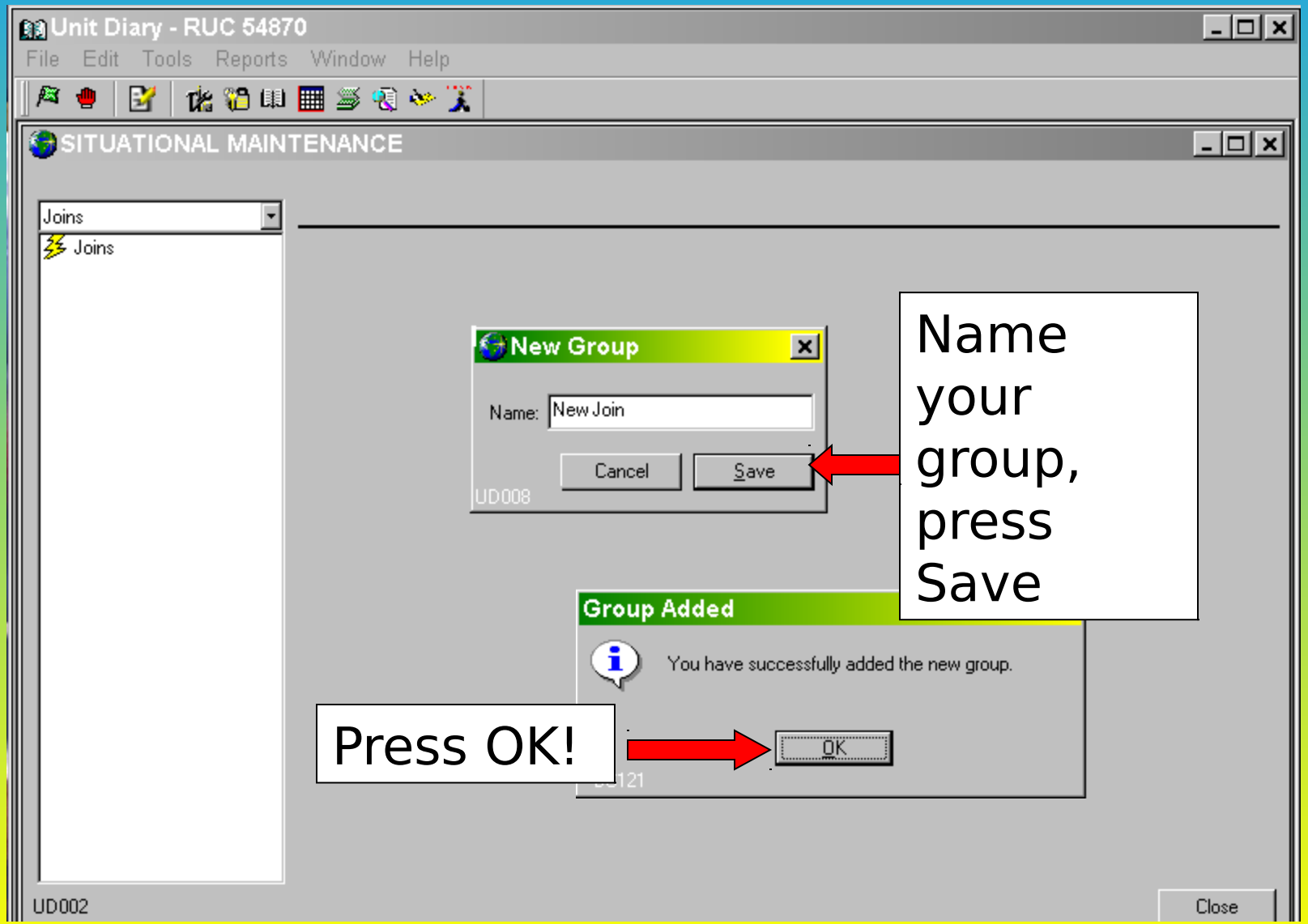
Creating a Group under a new Scheme



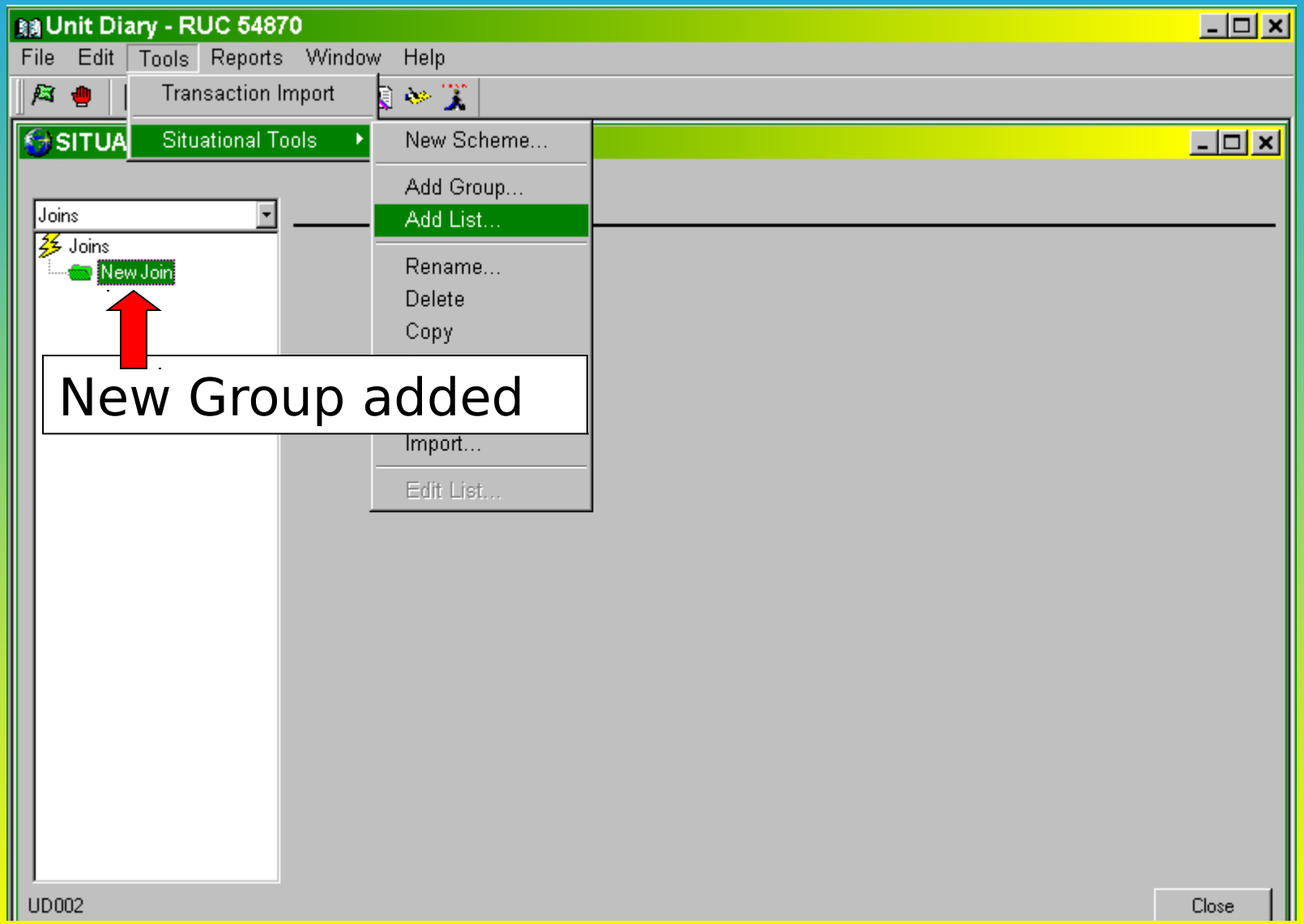
Creating a Group (cont)



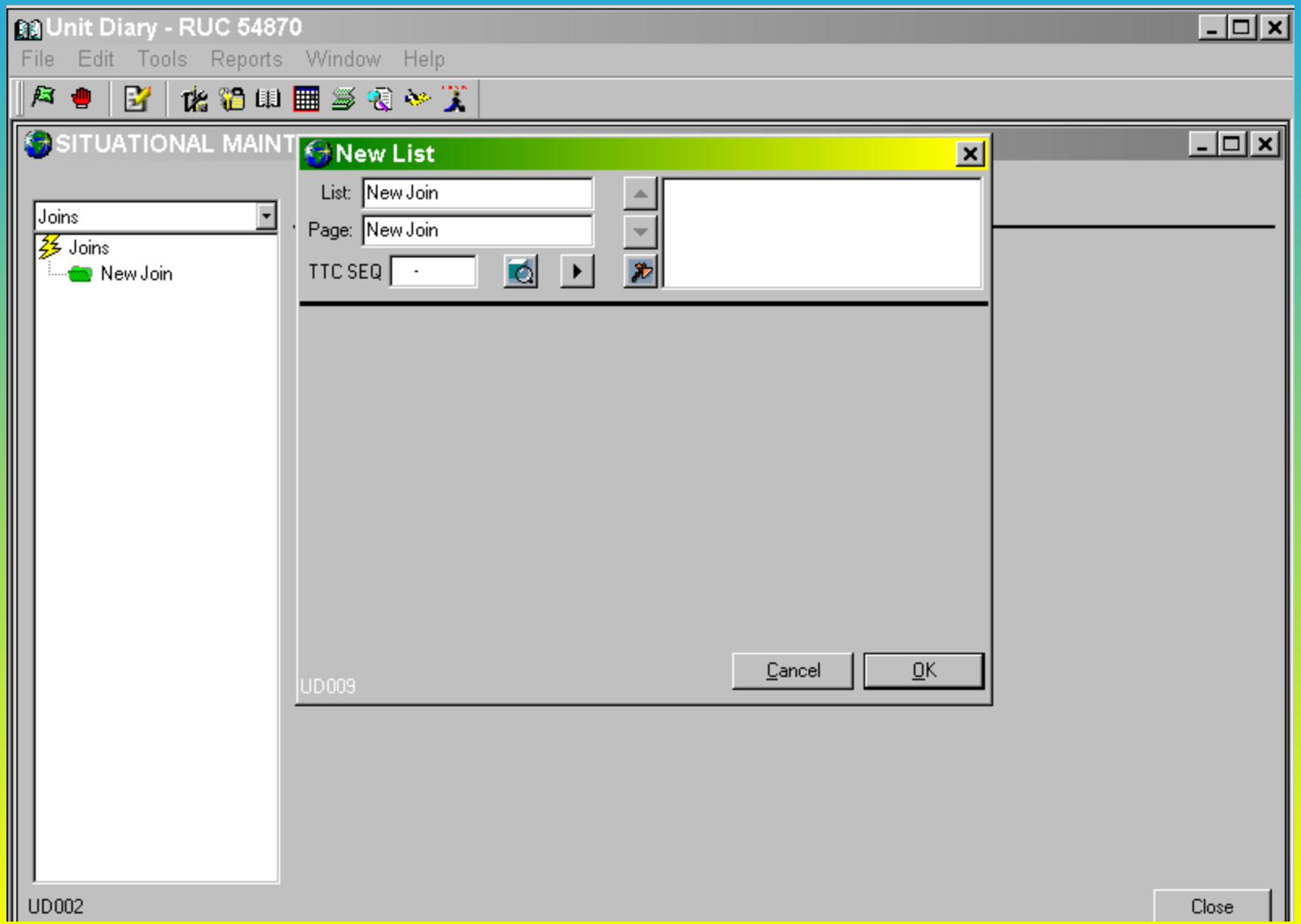
Name your new Group



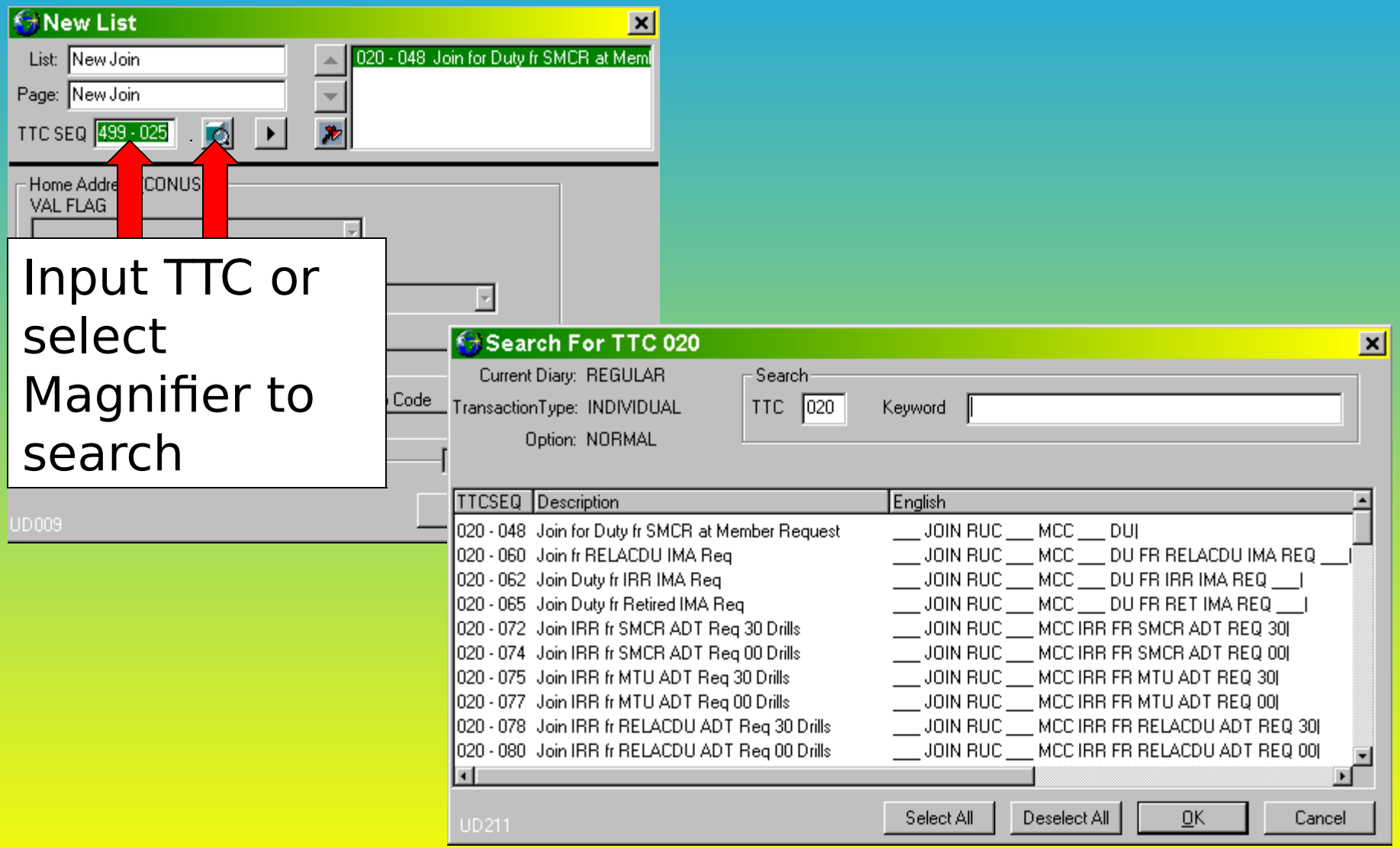
Creating a TTC List



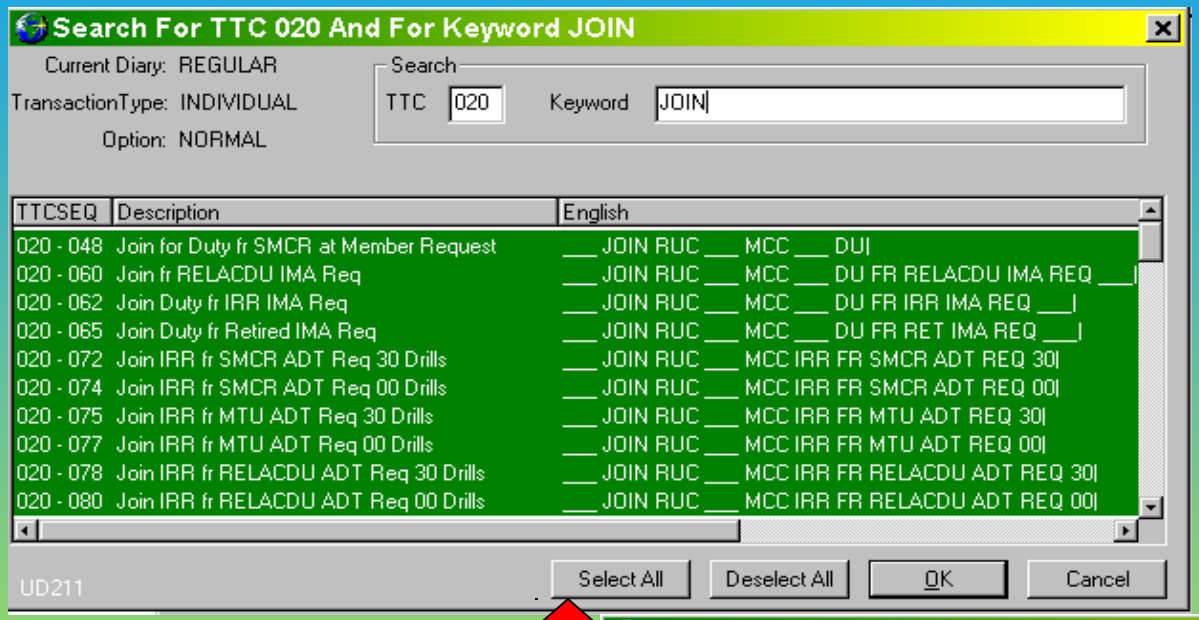
Creating a TTC List (cont)



Creating a TTC List (cont)


New List
List: New Join
Page: New Join
TTC SEQ 499 - 025
020 - 048 Join for Duty fr SMCR at Mem
Home Addre CONUS
VAL FLAG
Code
UD009
Input TTC or select Magnifier to search
Search For TTC 020
Current Diary: REGULAR
TransactionType: INDIVIDUAL
Option: NORMAL
Search
TTC 020
Keyword
TTCSEQ
Description
English
020 - 048 Join for Duty fr SMCR at Member Request ___ JOIN RUC ___ MCC ___ DU|
020 - 060 Join fr RELACDU IMA Req ___ JOIN RUC ___ MCC ___ DU FR RELACDU IMA REQ ___|
020 - 062 Join Duty fr IRR IMA Req ___ JOIN RUC ___ MCC ___ DU FR IRR IMA REQ ___|
020 - 065 Join Duty fr Retired IMA Req ___ JOIN RUC ___ MCC ___ DU FR RET IMA REQ ___|
020 - 072 Join IRR fr SMCR ADT Req 30 Drills ___ JOIN RUC ___ MCC IRR FR SMCR ADT REQ 30|
020 - 074 Join IRR fr SMCR ADT Req 00 Drills ___ JOIN RUC ___ MCC IRR FR SMCR ADT REQ 00|
020 - 075 Join IRR fr MTU ADT Req 30 Drills ___ JOIN RUC ___ MCC IRR FR MTU ADT REQ 30|
020 - 077 Join IRR fr MTU ADT Req 00 Drills ___ JOIN RUC ___ MCC IRR FR MTU ADT REQ 00|
020 - 078 Join IRR fr RELACDU ADT Req 30 Drills ___ JOIN RUC ___ MCC IRR FR RELACDU ADT REQ 30|
020 - 080 Join IRR fr RELACDU ADT Req 00 Drills ___ JOIN RUC ___ MCC IRR FR RELACDU ADT REQ 00|
UD211
Select All
Deselect All
OK
Cancel

Creating a TTC List (cont)


Search For TTC 020 And For Keyword JOIN
Current Diary: REGULAR
TransactionType: INDIVIDUAL
Option: NORMAL
Search
TTC 020
Keyword JOIN
TTCSEQ Description English
020 - 048 Join for Duty fr SMCR at Member Request ___ JOIN RUC ___ MCC ___ DU|
020 - 060 Join fr RELACDU IMA Req ___ JOIN RUC ___ MCC ___ DU FR RELACDU IMA REQ ___|
020 - 062 Join Duty fr IRR IMA Req ___ JOIN RUC ___ MCC ___ DU FR IRR IMA REQ ___|
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020 - 072 Join IRR fr SMCR ADT Req 30 Drills ___ JOIN RUC ___ MCC IRR FR SMCR ADT REQ 30|
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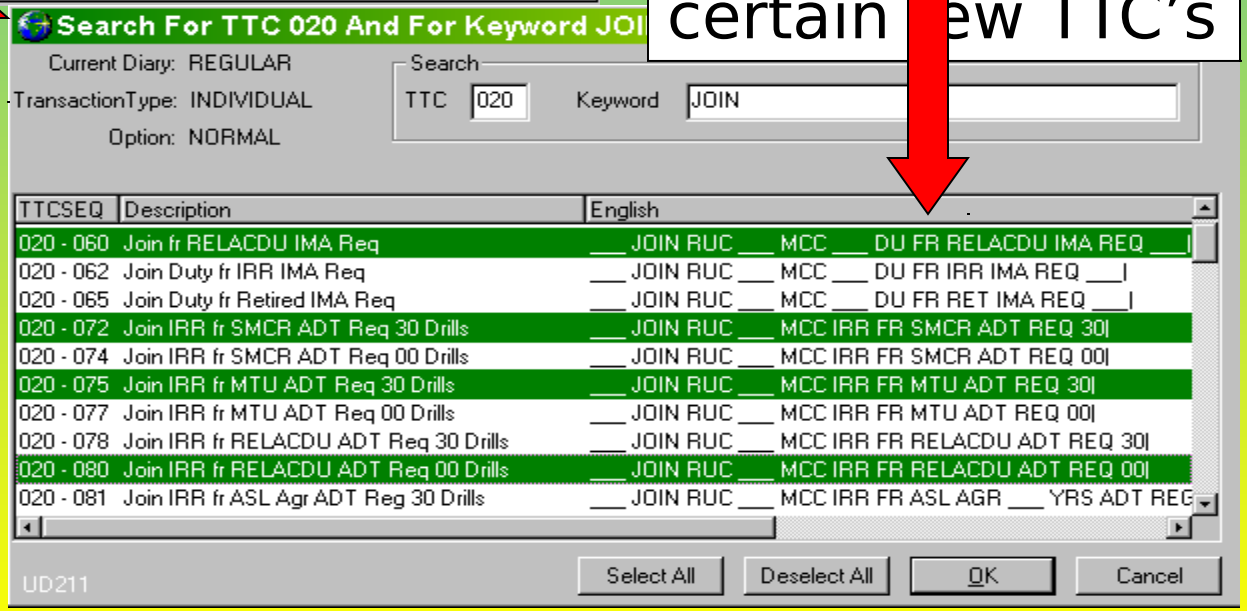
020 - 075 Join IRR fr MTU ADT Req 30 Drills ___ JOIN RUC ___ MCC IRR FR MTU ADT REQ 30|
020 - 077 Join IRR fr MTU ADT Req 00 Drills ___ JOIN RUC ___ MCC IRR FR MTU ADT REQ 00|
020 - 078 Join IRR fr RELACDU ADT Req 30 Drills ___ JOIN RUC ___ MCC IRR FR RELACDU ADT REQ 30|
020 - 080 Join IRR fr RELACDU ADT Req 00 Drills ___ JOIN RUC ___ MCC IRR FR RELACDU ADT REQ 00|
UD211
Select All
Deselect All
OK
Cancel

Hold the 'Control' key to grab only a certain few TTC's

Click Select All to capture an entire TTC listing


Search For TTC 020 And For Keyword JOI
Current Diary: REGULAR
TransactionType: INDIVIDUAL
Option: NORMAL
Search
TTC 020
Keyword JOIN
TTCSEQ Description English
020 - 060 Join fr RELACDU IMA Req ___ JOIN RUC ___ MCC ___ DU FR RELACDU IMA REQ ___|
020 - 062 Join Duty fr IRR IMA Req ___ JOIN RUC ___ MCC ___ DU FR IRR IMA REQ ___|
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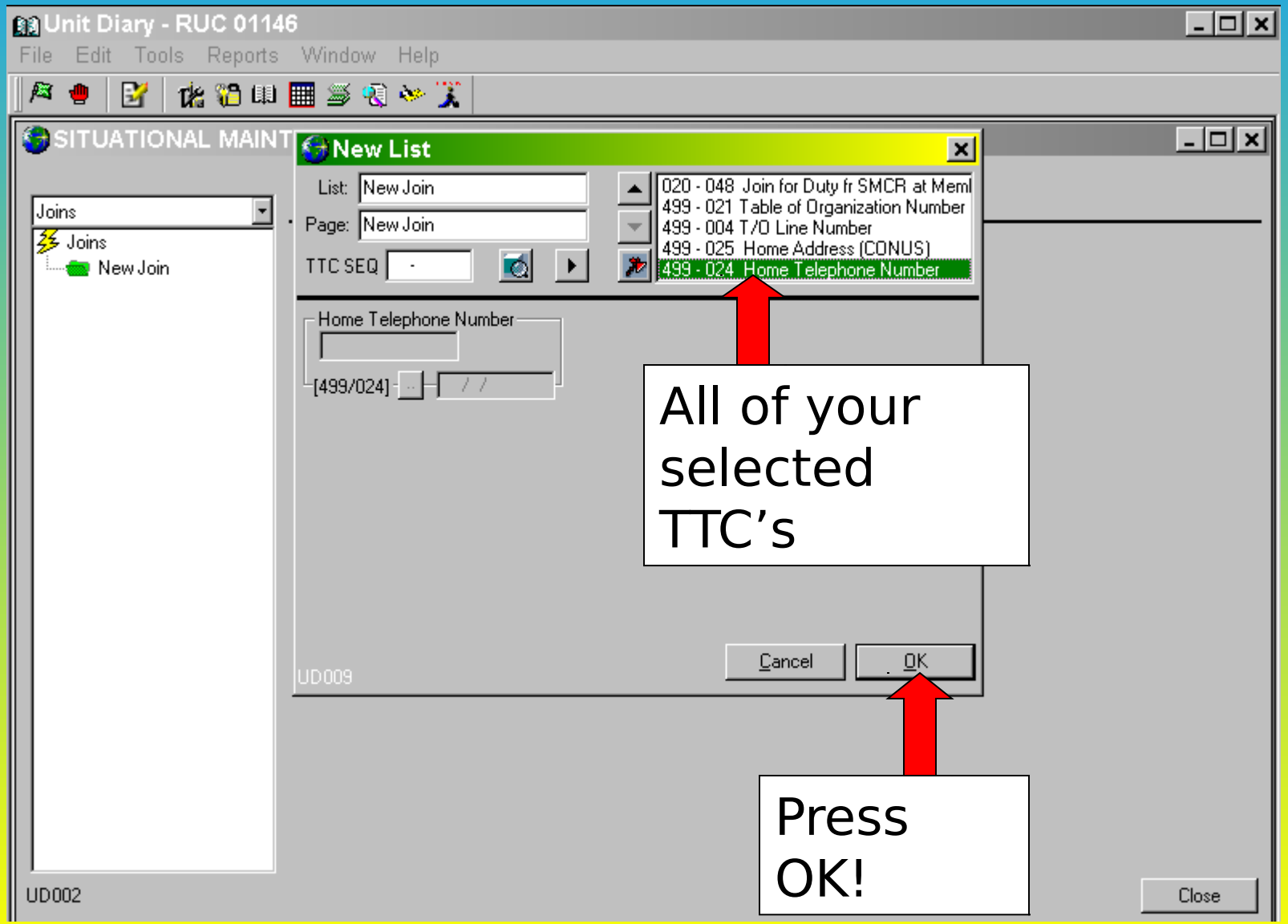
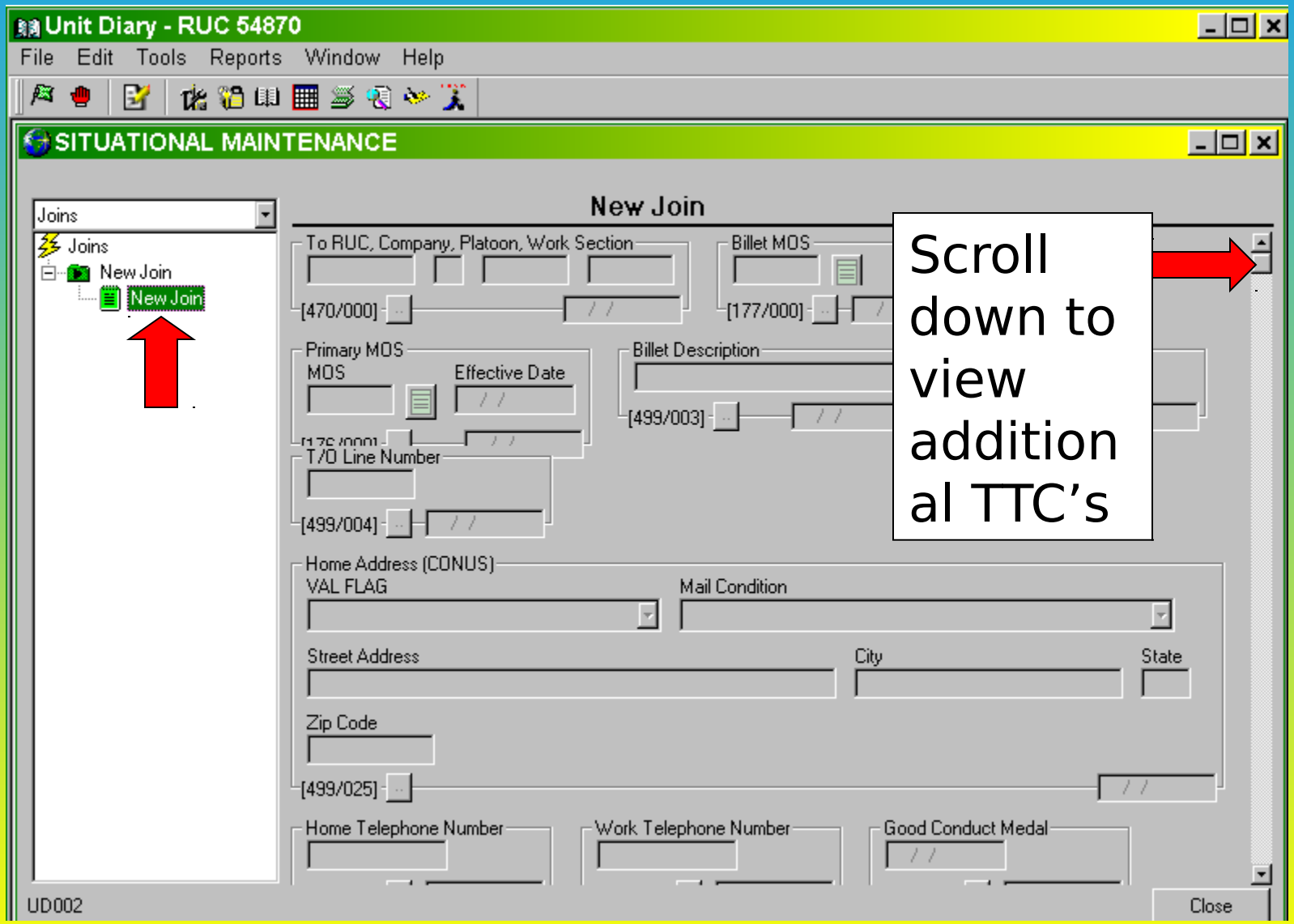
020 - 072 Join IRR fr SMCR ADT Req 30 Drills ___ JOIN RUC ___ MCC IRR FR SMCR ADT REQ 30|
020 - 074 Join IRR fr SMCR ADT Req 00 Drills ___ JOIN RUC ___ MCC IRR FR SMCR ADT REQ 00|
020 - 075 Join IRR fr MTU ADT Req 30 Drills ___ JOIN RUC ___ MCC IRR FR MTU ADT REQ 30|
020 - 077 Join IRR fr MTU ADT Req 00 Drills ___ JOIN RUC ___ MCC IRR FR MTU ADT REQ 00|
020 - 078 Join IRR fr RELACDU ADT Req 30 Drills ___ JOIN RUC ___ MCC IRR FR RELACDU ADT REQ 30|
020 - 080 Join IRR fr RELACDU ADT Req 00 Drills ___ JOIN RUC ___ MCC IRR FR RELACDU ADT REQ 00|
020 - 081 Join IRR fr ASL Agr ADT Reg 30 Drills ___ JOIN RUC ___ MCC IRR FR ASL AGR ___ YRS ADT REG
UD211
Select All
Deselect All
OK
Cancel

Creating a TTC List (cont)

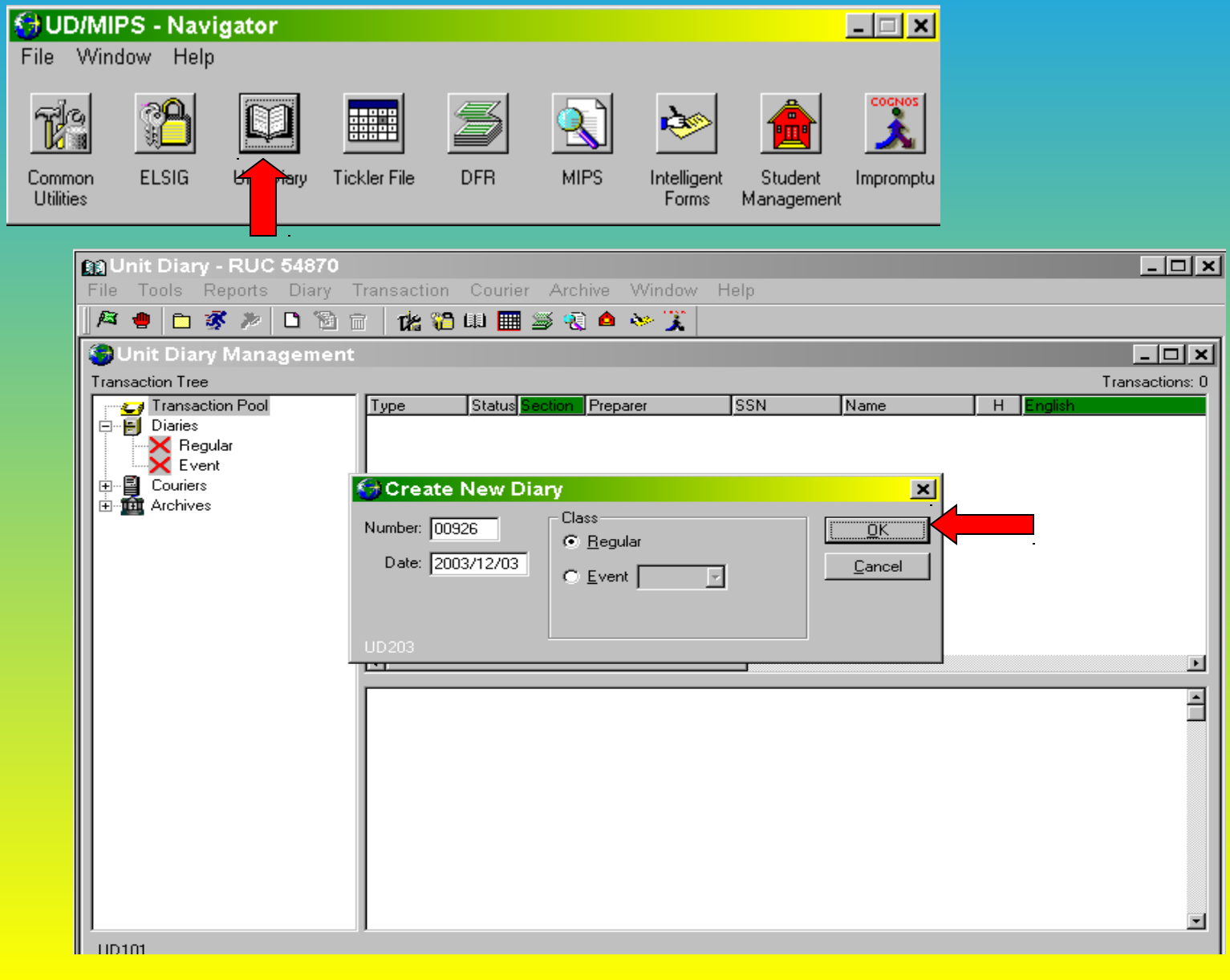


View New TTC List

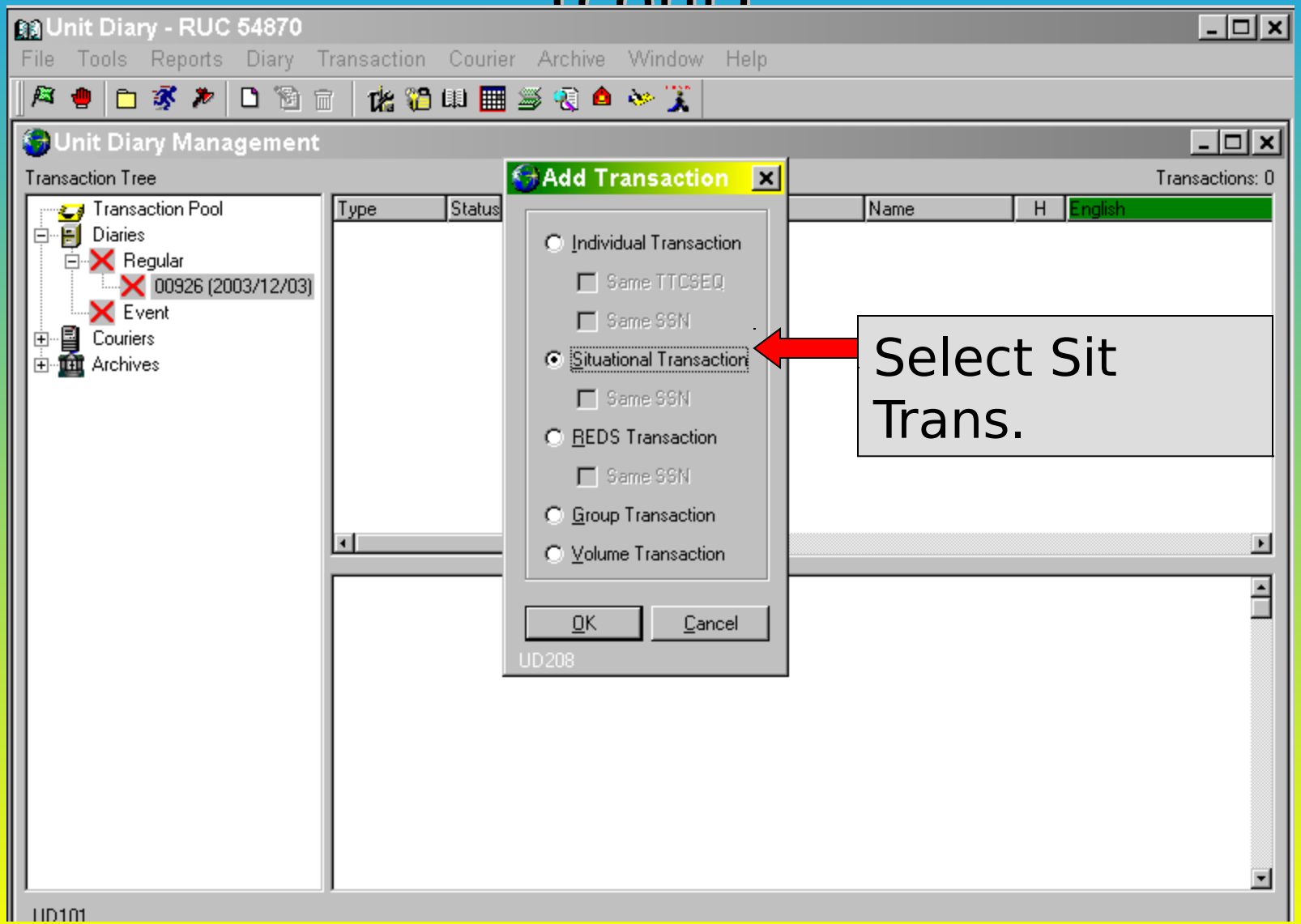


Using a new Scheme

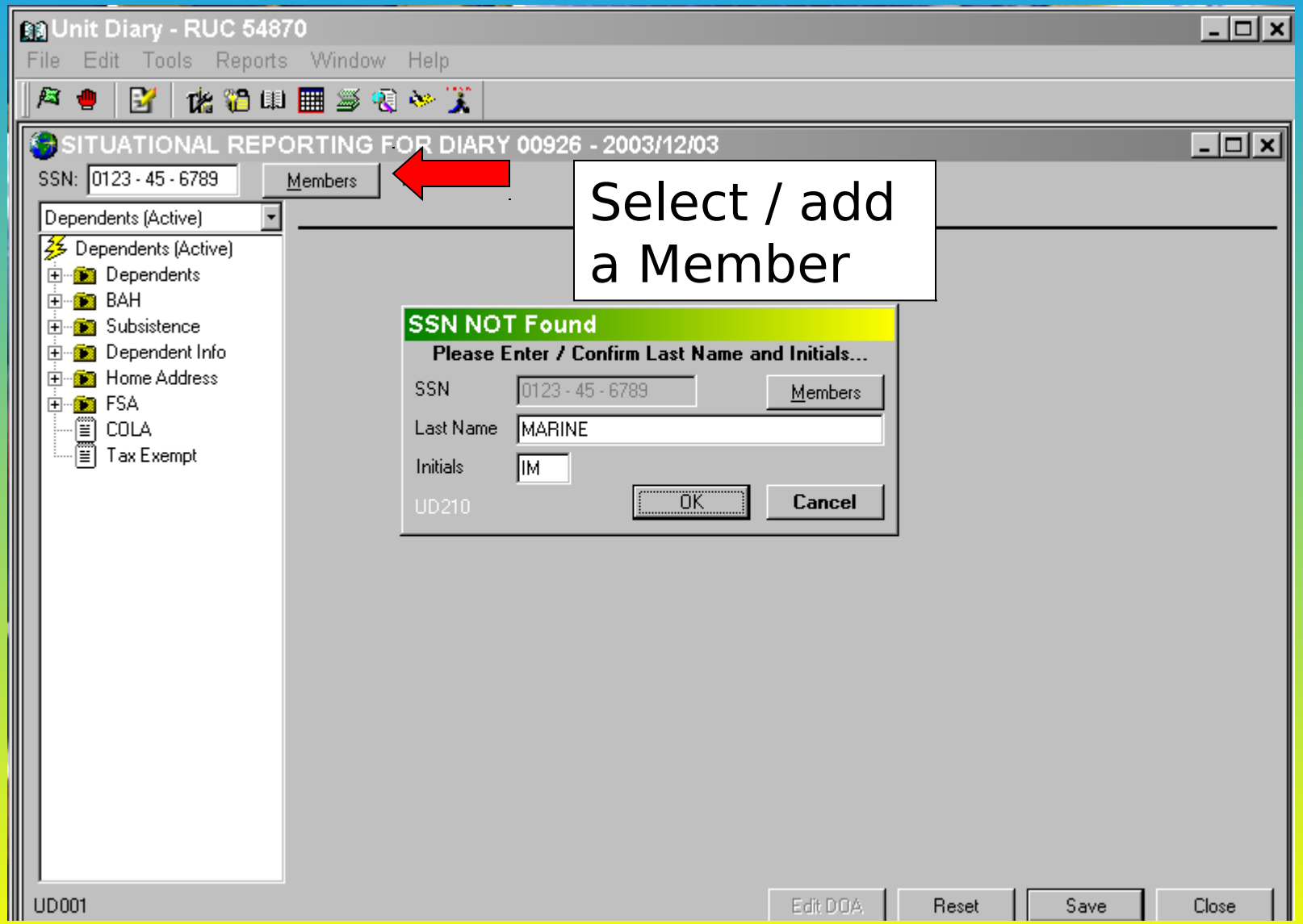
Using a New Scheme



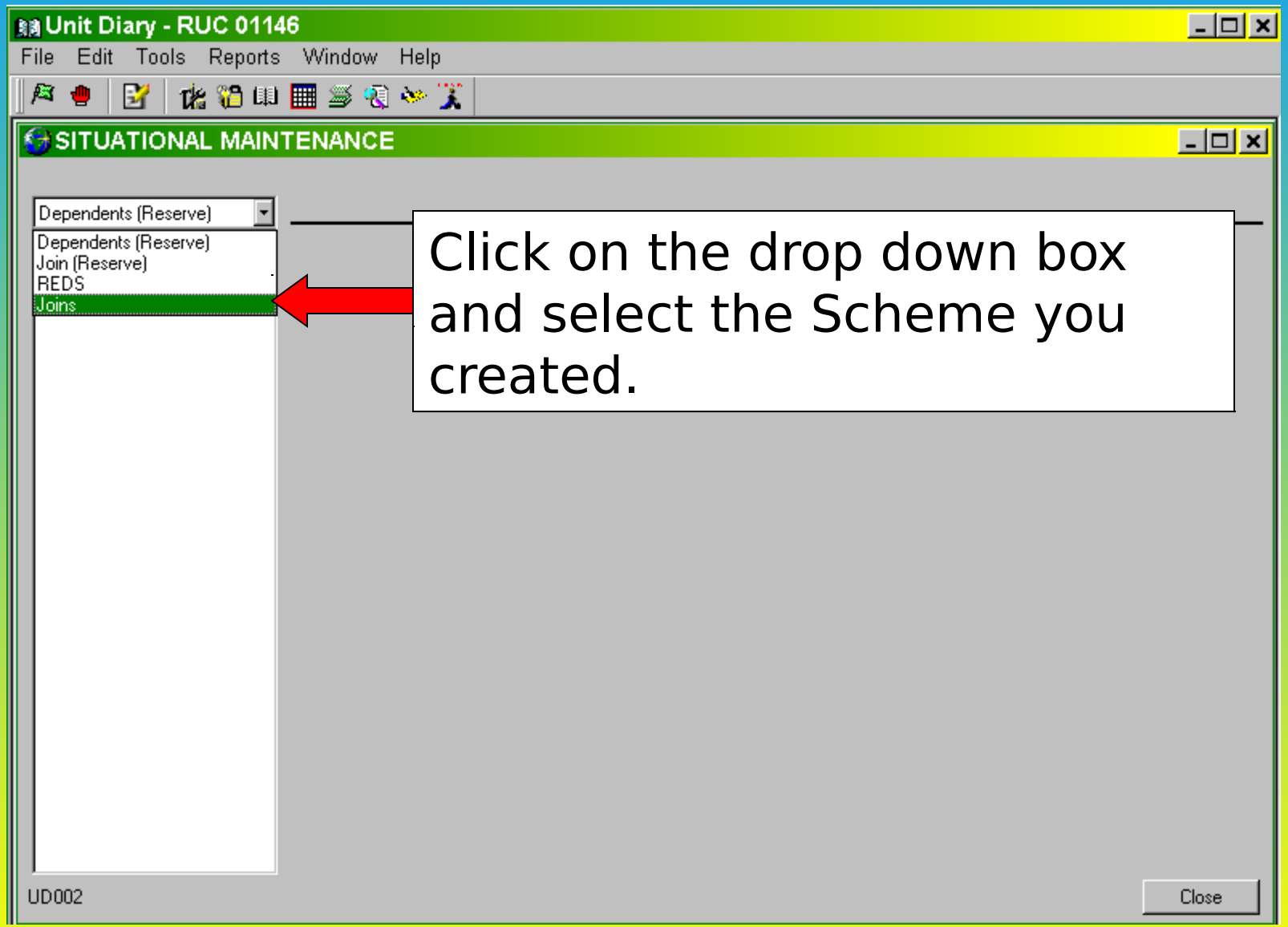
Using a New Scheme (cont)



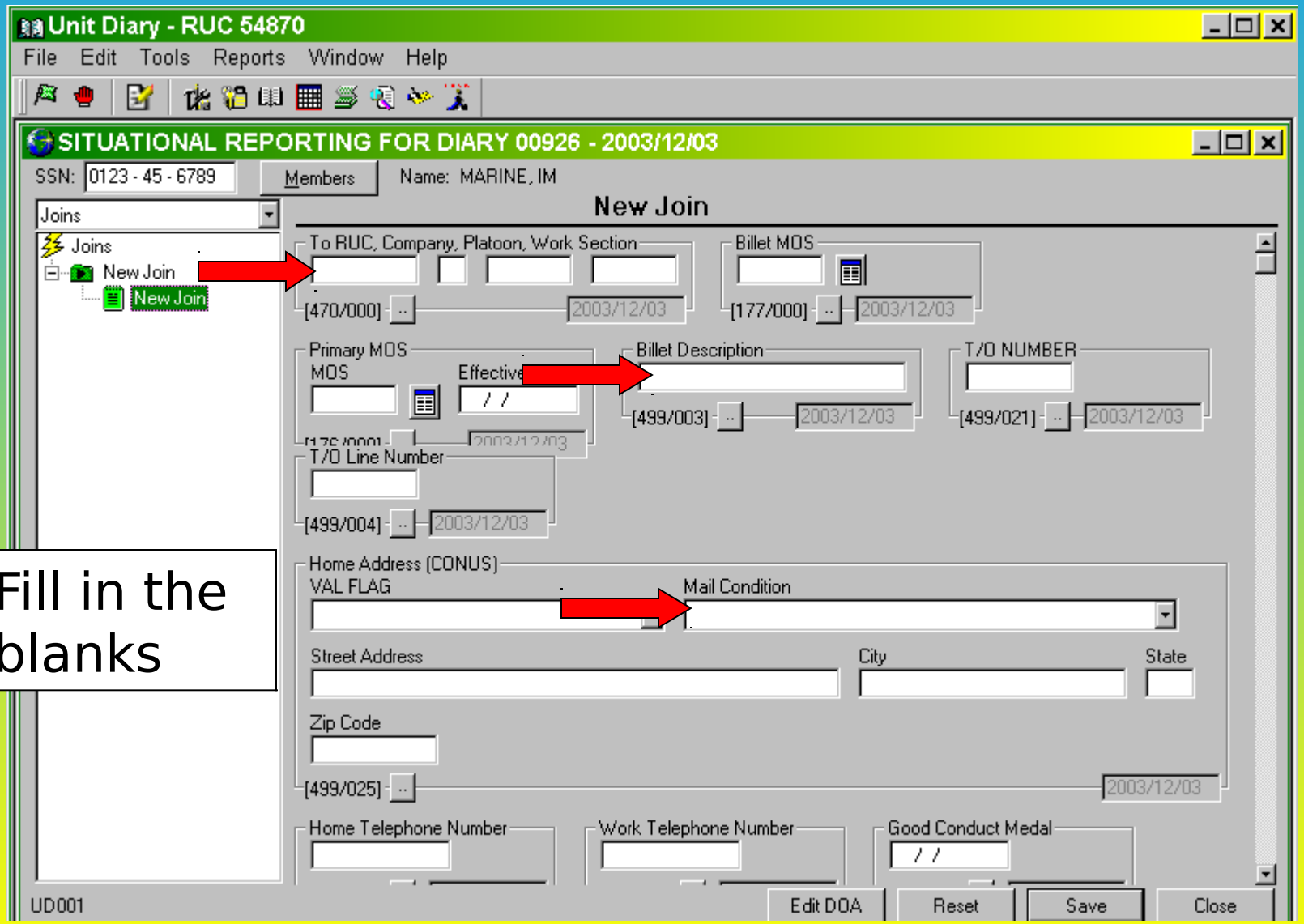
Using a New Scheme (cont)



Using a New Scheme (cont)

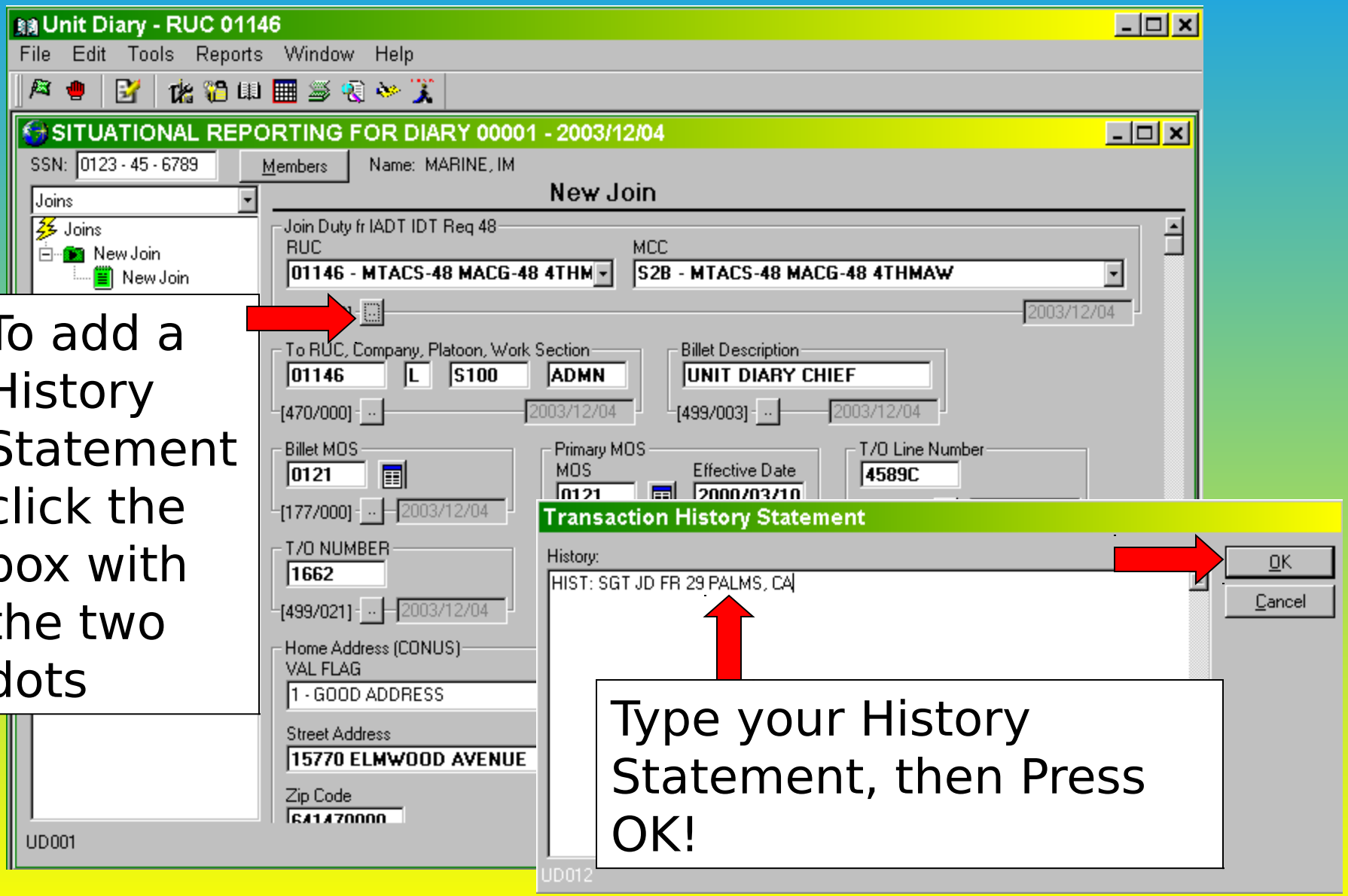


Using a New Scheme (cont)



Fill in the blanks

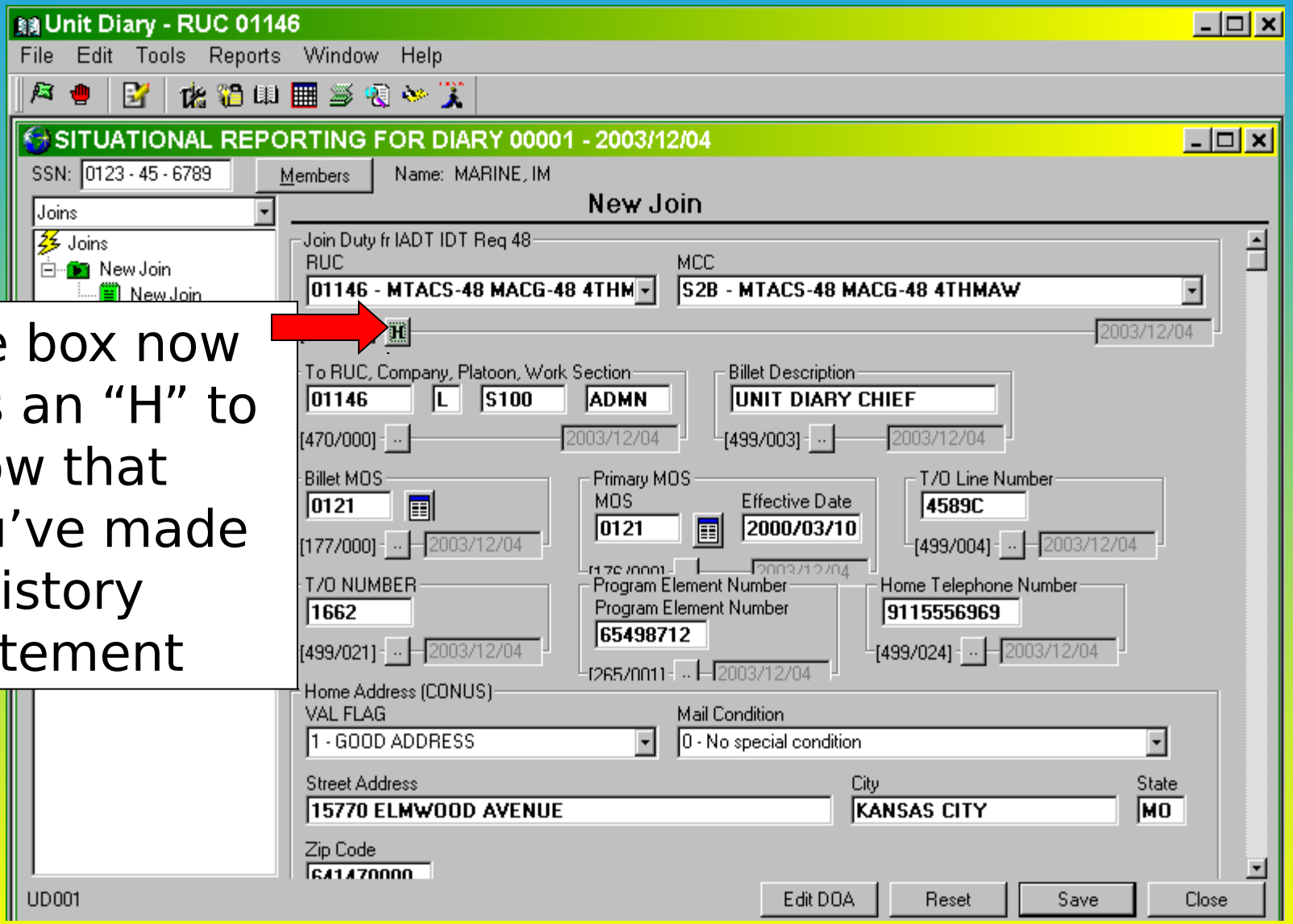
Using a New Scheme (cont)



To add a History Statement click the box with the two dots

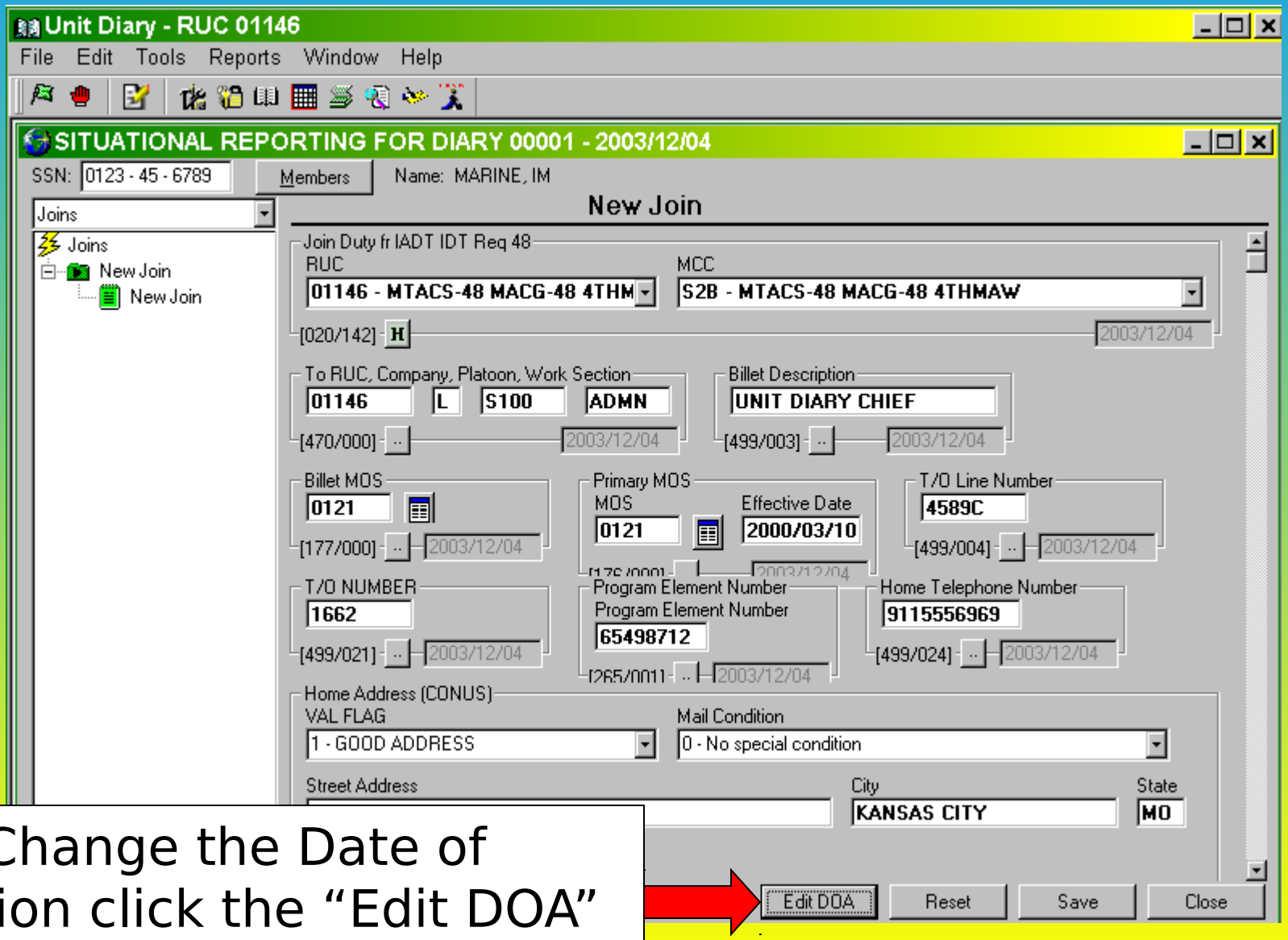
Type your History Statement, then Press OK!

Using a New Scheme (cont)



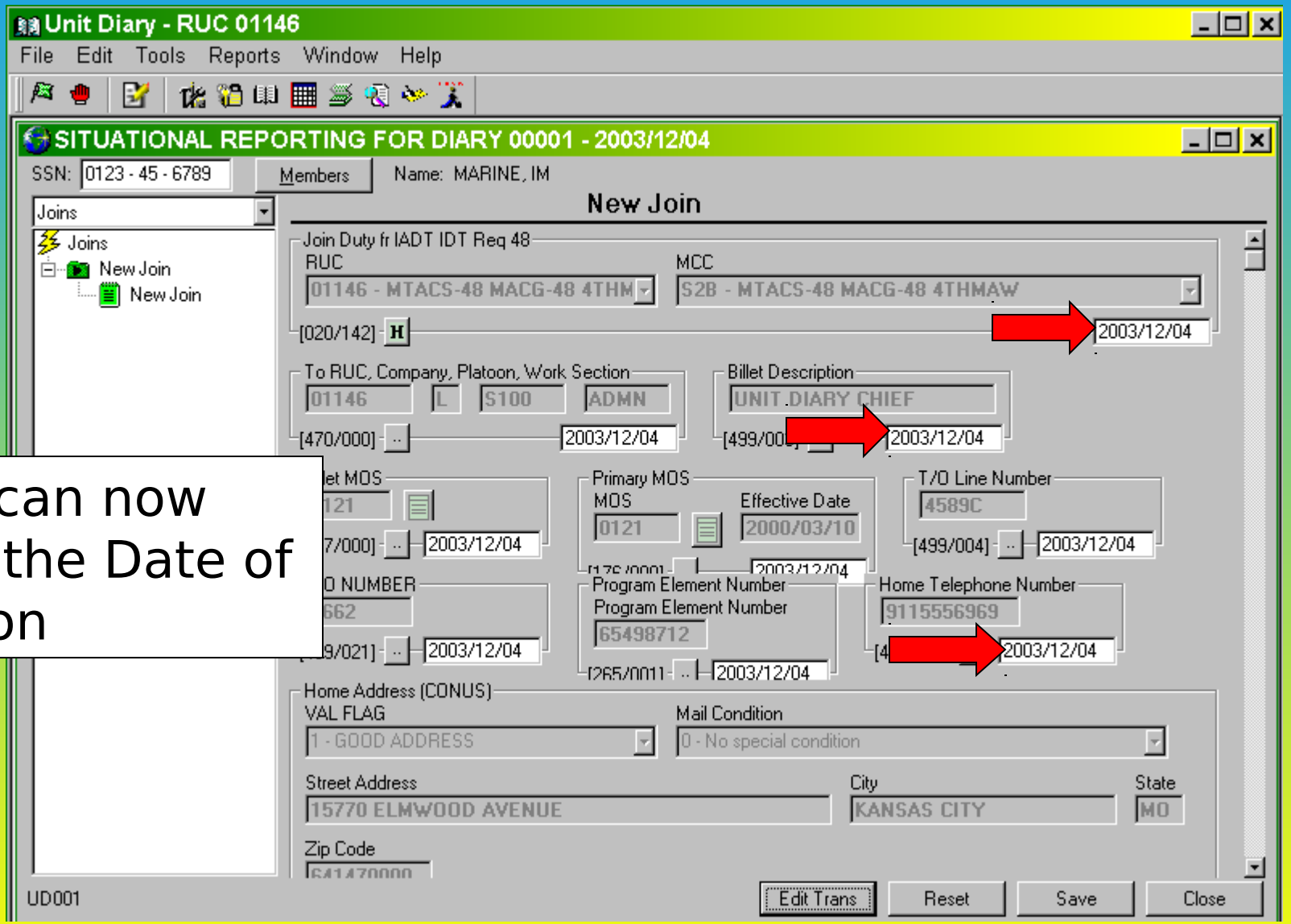
The box now has an “H” to show that you’ve made a History Statement

Using a New Scheme (cont)



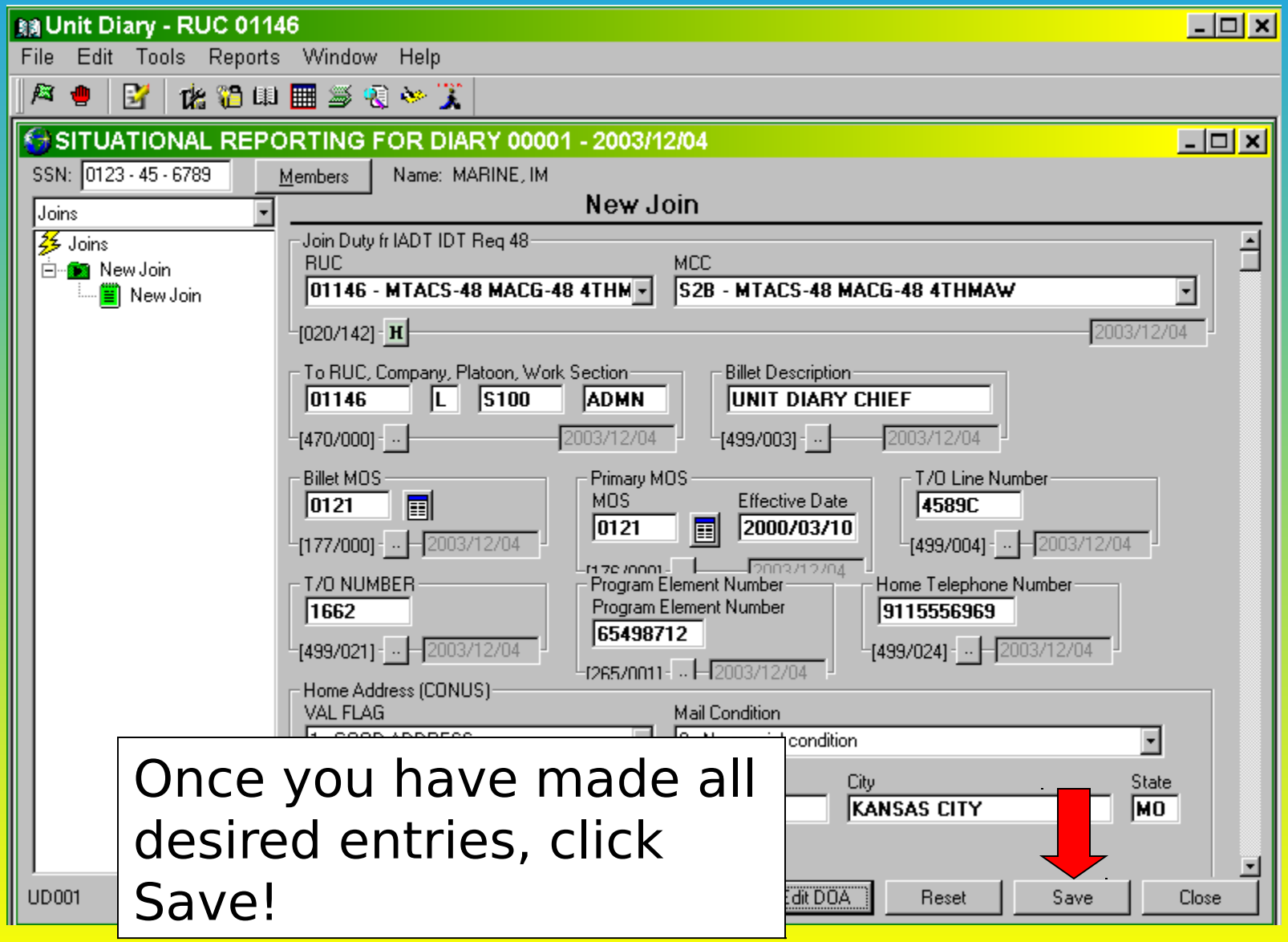
To Change the Date of Action click the “Edit DOA” box

Using a New Scheme (cont)



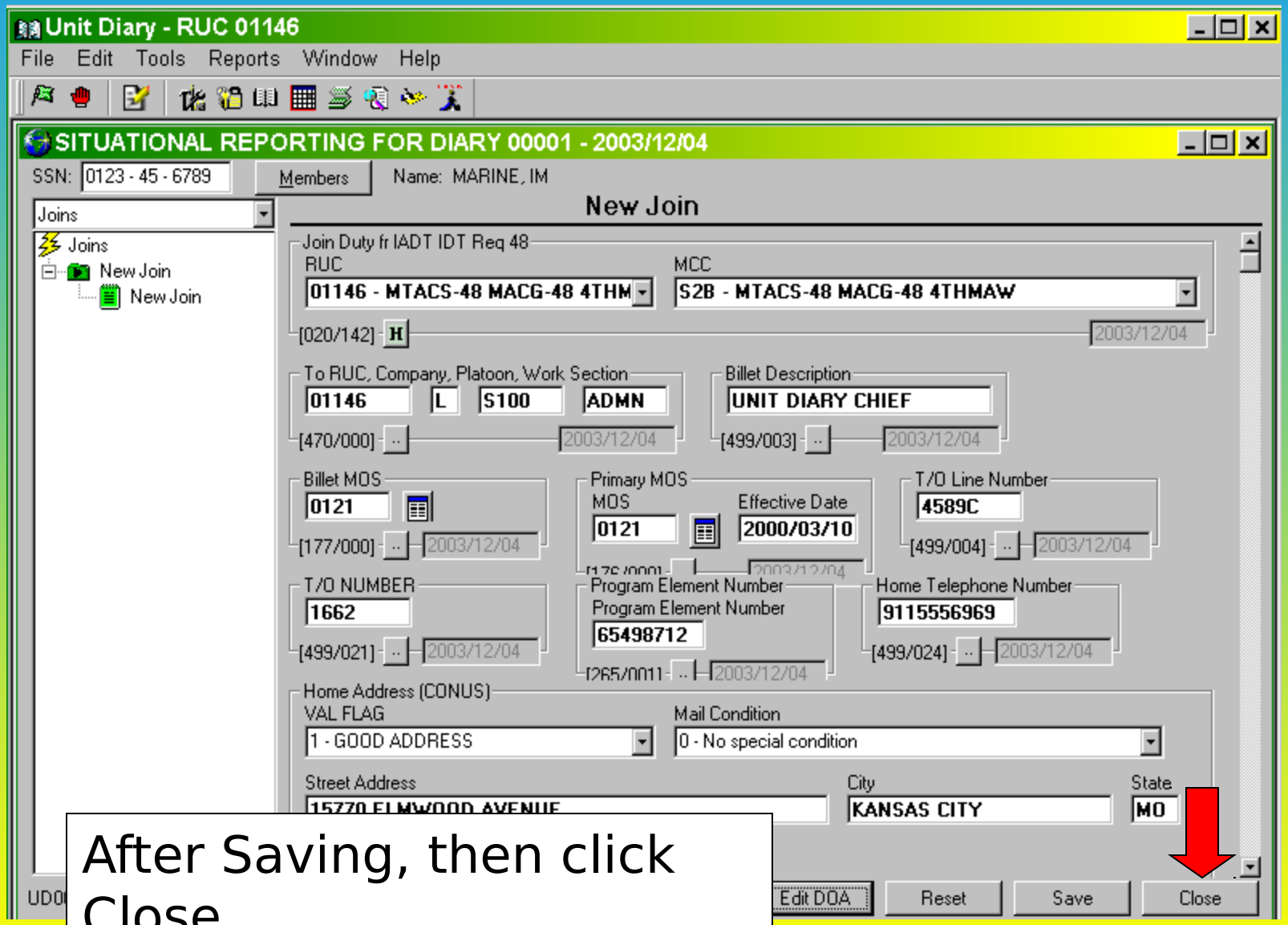
You can now edit the Date of Action

Using a New Scheme (cont)



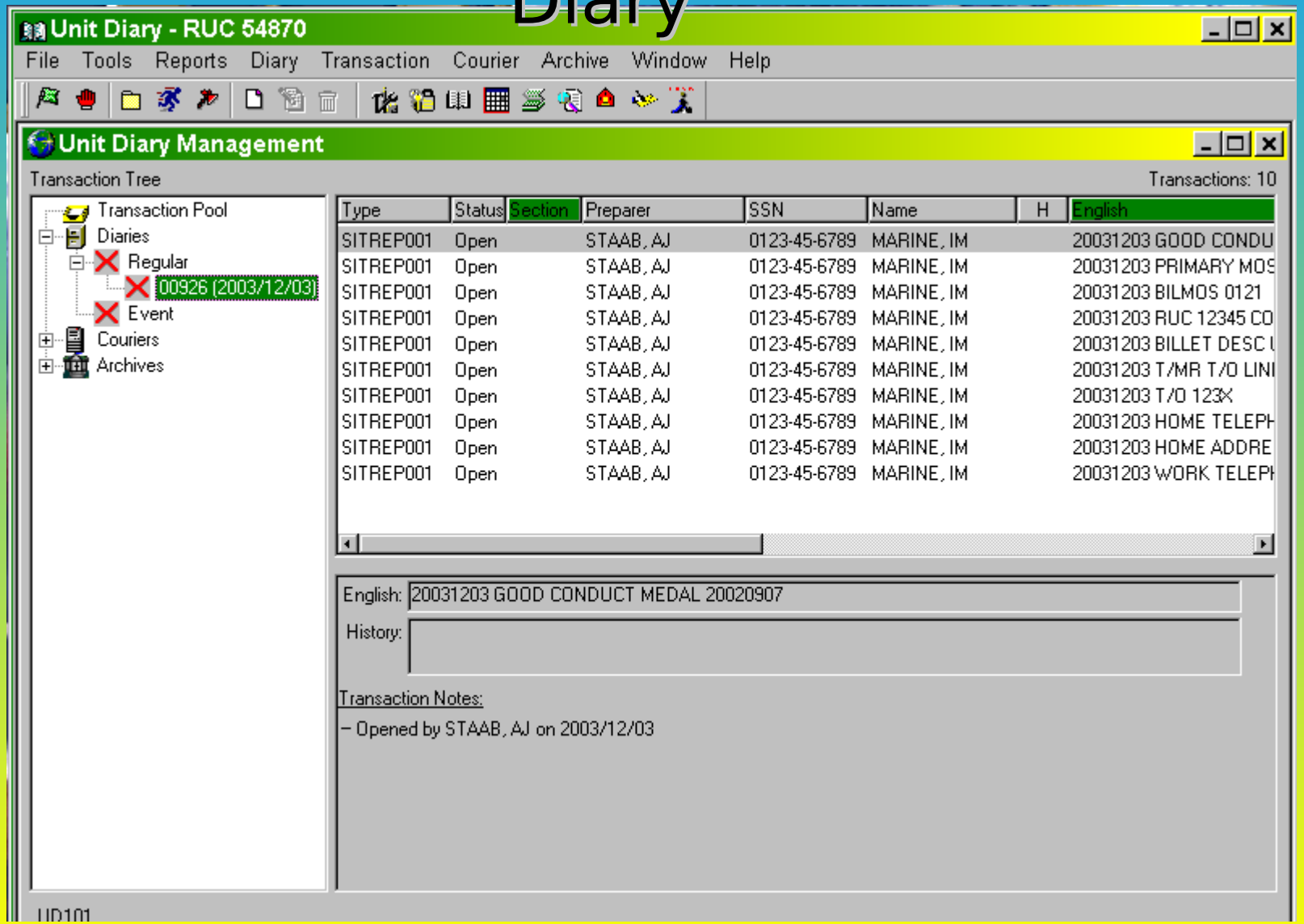
Once you have made all desired entries, click Save!

Using a New Scheme (cont)



After Saving, then click Close

Completed Scheme on Unit Diary


Unit Diary - RUC 54870
File Tools Reports Diary Transaction Courier Archive Window Help
Unit Diary Management
Transaction Tree
Transactions: 10
Transaction Pool
Diaries
Regular
00926 (2003/12/03)
Event
Couriers
Archives
Type Status Section Preparer SSN Name H English
SITREP001 Open STAAB, AJ 0123-45-6789 MARINE, IM 20031203 GOOD CONDU
SITREP001 Open STAAB, AJ 0123-45-6789 MARINE, IM 20031203 PRIMARY MOS
SITREP001 Open STAAB, AJ 0123-45-6789 MARINE, IM 20031203 BILMOS 0121
SITREP001 Open STAAB, AJ 0123-45-6789 MARINE, IM 20031203 RUC 12345 CO
SITREP001 Open STAAB, AJ 0123-45-6789 MARINE, IM 20031203 BILLET DESC
SITREP001 Open STAAB, AJ 0123-45-6789 MARINE, IM 20031203 T/MR T/O LIN
SITREP001 Open STAAB, AJ 0123-45-6789 MARINE, IM 20031203 T/O 123X
SITREP001 Open STAAB, AJ 0123-45-6789 MARINE, IM 20031203 HOME TELEPH
SITREP001 Open STAAB, AJ 0123-45-6789 MARINE, IM 20031203 HOME ADDRE
SITREP001 Open STAAB, AJ 0123-45-6789 MARINE, IM 20031203 WORK TELEPH
English: 20031203 GOOD CONDUCT MEDAL 20020907
History:
Transaction Notes:
– Opened by STAAB, AJ on 2003/12/03
UD101

QUESTIONS

POC: MISSO@mfr.usmc.mil